

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

JULY 13, 2015

The Miami Township Board of Trustees met in work session on Monday, June 16, 2015 at the Miami Township Civic Center. Chairperson Wolff called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Mary Makley Wolff, Karl Schultz, and Ken Tracy.

Ms. Thompson advised the Board that the October 12 work session falls on Columbus Day and the Township offices will be closed and the December work session falls on the day before the regular Trustee business meeting. Ms. Thompson asked the Board to check their calendars so they can consider re-scheduling the meetings.

Ms. Thompson advised the Board they had a public hearing at the June 16th business meeting and that they need to make a motion to approve the 2016 Preliminary Tax Budget for it to be sent on to the Auditor's Office.

Mr. Schultz made a motion to approve the 2016 Preliminary Tax Budget as presented and authorize the Township Administrator to submit the Tax Budget to the Clermont County Auditor, seconded by Mr. Tracy with all voting "AYE".

Mr. Bill Taphorn, Deputy Fiscal Officer, Chief Madsen and Chief Kelly lead a discussion on the current state of the Safety Levy and a proposed solution. It was determined the Police and Fire & EMS have been operating on reserves and those reserves will be exhausted in 2018 without a levy. A proposed 2.5 mil levy would keep the Safety Services balanced through 2020 and perhaps beyond that. Mr. Taphorn stated a 1 mil levy represents \$35.00 per \$100,000.00 in home valuation. On an average home valuation of \$190,000.00, a 2.5 mil levy would cost the homeowner \$166.25 per year or \$13.85 per month. Mr. Taphorn noted the last Fire/EMS levy was in 2006. The Board asked out of the entire Township budget, how much is Safety Services? Mr. Schultz stated it was somewhere around 80 to 85% of the Township's entire budget. Chief Madsen and Chief Kelly presented information on how their departments have been able to continue operating for so long on the existing levy funds.

Mr. Joe Braun, Township Law Director, advised the Board that if they choose, they can adopt a resolution requesting tax valuation figures from the Auditor's Office for a 2.5 mil levy. Mr. Braun is recommending the Board adopt this resolution so the Auditor's Office can get this information back to the Township. After the numbers are received by the Township, the Board would then be required to adopt another resolution requesting this to be put on the November ballot.

Mr. Tracy made a motion to adopt Resolution 2015-32 a resolution requesting the Clermont County Auditor provide a certification of the current tax valuation of Miami Township and the amount of revenue that would be generated by a proposed 2.5 mil Safety Services Levy pursuant to Ohio Revised Code Section 5705.03, dispensing with the second reading and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Ms. Thompson advised the Board that the Ohio Bureau of Workers Compensation will provide up to \$15,000 over a four year period to reimburse the Township for projects which substantially reduce or eliminate the risk of workplace injuries and illnesses through addressing health risk factors. This would be a wellness grant and Ms. Thompson would like authorization to apply for this grant. This will be an action item at the July 21st meeting.

Ms. Thompson advised the 2015 Dog Days Soccer Tournament will be held at Miami Meadows Park from August 14 through August 16. The Board will have to approve the contract with The Cincinnati Soccer Alliance. This contract is the same contract executed by the Board for last year's event. This will be an action item at the July 21st meeting.

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Ms. Thompson advised of a proposal to hire Strategic Solution to scan documents presently stored off site and creating a more secure and accessible location for the files while shifting the cost of simply from storage to a usable index of historical files. This scanning would create a digital platform for easier access and then they would destroy the paper documents. This will be an action item at the July 21st meeting.

Ms. Thompson presented a drawing of the Spirit of 76 walkway project and requested direction on going forward with getting bids for the project. The Board discussed the possibility of grant money to help with this project. The Board asked for more information on grant possibilities.

Ms. Thompson presented a request for the creation of a permanent part-time Multimedia Coordinator position. Will Menz, Multimedia Coordinator, who is on vacation, sent an e-mail explaining his request. Mr. Menz notes a part-time Multimedia Coordinator will offer a skilled camera operator during Township meetings at off site filming, will provide the Township a back-up in the event he is unable to film meetings or off site events, will help with daily tasks of editing and allow him more time to focus on other duties. Ms. Thompson is requesting approval of the job description and approval to advertise for the position.

Mr. Schultz moved to go forward with searching for someone for the position of Part-Time Multimedia Coordinator and approval of the job description, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Ms. Thompson advised Mr. Louis York has passed all pre-employment tests and is requesting the Board grant employment to Mr. York as a part-time Maintenance Worker at a rate of \$10.71 per hour not to exceed 1499 hours per year effective immediately.

Mr. Schultz made a motion to grant employment to Mr. Louis York as a part-time Maintenance Worker at the rate of \$10.71 per hour not to exceed 1499 hours per year effective immediately, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Ms. Thompson is recommending the Board offer conditional employment to Mr. Eddie Prine as a part-time Maintenance Worker, contingent upon successful completion of a background check, pre-employment physical and drug screen.

Mr. Schultz made a motion to offer conditional employment to Mr. Eddie Prine as a part-time Maintenance Worker, contingent upon successful completion of a background check, pre-employment physical and drug screen, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Ms. Thompson advised Mr. Musselman is requesting permission to purchase two (2) vehicles approved in the 2015 Township budget from the Ohio DAS contract passed at the June business meeting. The first is for a GMC Sierra 2500 pick-up truck to replace the Service Director vehicle. The current Service Director vehicle will possibly become a spare for occasional use because of its condition and mileage. The second vehicle purchase requested is for a GMS 1 ton cab and chassis equipped with a snow plow. This vehicle would be used for the Township buildings parking lots and for smaller, narrower streets in the Township. There is \$75,000 to \$80,000 in the budget for vehicles and the cost of the two requested vehicles would be approximately \$80,000.

Mr. Schultz moved to give permission to the Service Department to purchase two (2) vehicles approved in the 2015 Township budget from the Ohio DAS contract passed at the June business meeting, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Ms. Thompson is recommending the Board enter into a contract with Barrett Paving Materials Inc for the 2015 Road Resurfacing project. Barrett's bid was \$399,449.52. Also noted was the ability to add some streets to this project. Also, adding part of Upper Happy Hollow will cost approximately \$35,000 which will still keep us below the \$470,000 budgeted. The Board

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asked about the time line for finishing and Mr. Musselman was not sure. It looks to start in two weeks and will be finished as weather permits but probably not before school starts. Mr. Musselman stated the bid specs for next year's paving program will go out earlier.

Mr. Schultz moved to enter into a contract with Barrett Paving Materials Inc for the 2015 road resurfacing project at \$399,449.52, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Ms. Thompson advised the gateway pylon sign will take approximately three (3) months to get bids, fabricate and put up. Mr. Braun reminded the Board the sign that is being proposed, when they created the TIF District that includes where Scene 75 is located, is one of the tools that we can use to help retain the businesses there and attract other businesses there. One of the requirement of the TIF that was created is that the Township have control of the sign and ownership. The digital message board on the proposed sign will be used to advertise businesses located within the TIF district but, also any events going on in the Township as a whole. Ms. Thompson requested permission to have bid specs prepared for the sign.

Mr. Schultz moved to provide authorization to obtain bid specs as well as authorization to bid the 275/28 Gateway pylon sign using the designs of A or B presented, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Chief Madsen is requesting approval to obtain quotes for the architect or contractor to prepare plans for a future capital improvement project/renovation of the lower level of the Police Department. This request is part of a five year projected capital improvement plan. Chief Madsen provided photos showing the current condition of the lower level.

Mr. Schultz moved to provide authorization to get price quotes on the basement of the police building from a contractor or architect, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Chief Kelly is requesting the Trustees approval to move forward with the bathroom construction project at the Carr Building which would result in the installation of an ADA compliant shower stall and improvements to one of the existing bathrooms in that building. This was budgeted for in 2015 as part of the overall station improvements that are being done at the Central Fire Station. Ison Construction gave the most affordable option which is \$5,759.00. Chief Kelly is requesting approval to spend up to, but no more than \$6,000.00 on this first phase.

Mr. Schultz moved to move forward with Ison Construction on the building of the bathroom facility in the Carr Building at a cost not to exceed \$6,000.00, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Chief Kelly is requesting the Trustees approval to move forward with the purchasing the new Power Pro and Power Load Patient Transport Cot system from Stryker for their new ambulance, which is due to be delivered soon. This is a budgeted capital improvement project for 2015. He is asking approval to spend \$39,500, of the \$46,600 budgeted, on this system. This system falls within the coverage of the BWC grant that the Township received in 2011 and to date, they have spent \$10,160 of the \$40,000 grant awarded, leaving \$29,840 available to be spent. The purchase of this Stryker system is reimbursable up to 75%, which means that we could use \$27,300 of the grant funds to cover it.

Mr. Schultz moved to approve the expenditure of \$39,500.00 for a Stryker Power Cot System with the knowledge that we'll be able to recover up to 75% of the value of the BWC grant, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

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Chief Kelly is requesting approval to purchase one Motorola APX6500 800 mHz mobile radio from Motorola Solutions for the newest ambulance which will have the same platform of mobile radio that they currently use throughout the fleet. The cost is \$4,919.25 and they are requesting an additional \$500.00 to be approved for delivery and installation. This purchase was budgeted for 2015.

Mr. Schultz moved to authorize the expenditure not to exceed \$5,500.00 for a Motorola APX6500 800 mHz mobile radio from Motorola Solutions for the Fire Department, seconded by Ms. Wolff with Mr. Schultz and Ms. Wolff voting "AYE".

Mr. Musselman advised the Board of a problem of delivery vehicles parking alongside the landscaped island on Middleton Way which is causing a traffic hazard of vehicles going on the opposing side to get around. Mr. Musselman spoke with the Police and Fire Departments and they all agree there should be a no parking zone established for that part of Middleton Way. The Board asked for a rendering of the proposed no parking area and where the no parking signs would be placed. Mr. Musselman will have this for the next business meeting.

Mr. Musselman addressed the Board regarding replacement of the playground at Miami Meadows Park. Mr. Musselman stated it is in the 2015 budget to replace the playground and \$200,000.00 was budgeted. Mr. Musselman stated the playground equipment is not in that bad of condition however, there are some pieces missing and the Playground Safety Inspector stated it is not unsafe. There is an agreement that pieces are rusting and some pieces are missing. The Board would like feedback from Mr. Musselman and from the residents as to what it will be replaced with and if the design is acceptable.

Mr. Musselman advised he has had a meeting with an outside vendor, Viox, regarding facility maintenance help with HVAC, painting, electrical and other items. Mr. Musselman will meet with department heads to discuss their building issues so a price can be given by the vendor.

Mr. Musselman advised he noticed the Township has not used crack seal on Township roads and feels this would be a good idea to prolong the life of roads, by keeping moisture out of the cracks, before re-paving. The Board asked Mr. Musselman to look further into this and get back with the Board.

Mr. Musselman updated the Board on the digital signs for Community Park and for Trailside, Branch Hill Guinea Pike at the bike trail, by getting quotes and designs. Mr. Musselman will get these quotes to the Trustees when they are available.

Mr. Musselman advised he has a request from an Eagle Scout candidate to perform a service project in Union Cemetery. His project entails mapping the gravesites, upright fallen headstones, clear brush, construct a bench for seating and possibly work on the drainage. The Eagle Scout candidate must raise all funds himself and Mr. Musselman is asking the Board if the Township can donate some materials for the project. Joe Braun, Law Director, noted this would not violate any Township regulations.

Mr. Schultz made a motion to move forward with the Eagle Scout project in Union Cemetery with expenses in materials not to exceed \$300.00, seconded by Ms. Wolff with all voting "AYE".

The Board advised that, normally, an Eagle Scout candidate comes to a business meeting to show plans of the project they would like to do and Mr. Musselman stated he can have the candidate come to a meeting.

Mr. Musselman updated the Board regarding the Leming House bathroom remodel noting he is still waiting on the drawings from Ron Roberts. The Board stated they wanted to see what the cost estimates are.

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Mr. Musselman advised of a resident that was promised the Township would pave approximately 140 feet on the end of Red Bird Road that is very narrow. The paving contractor said he could do it but would charge for moving the equipment to the end of that road. Mr. Musselman spoke with the resident's driveway contractor and for that contractor to do is the work would be a better option and the cost would be just about the same. The Board agreed this would be a good option.

Chief Kelly advised of an out of Township travel request to send two members to the FireHouse Software Education & Training Seminar in Hollywood, Florida September 21 through September 26 at a cost not to exceed \$3,900.00. This will be an action item at the business meeting.

Mr. Elliff advised the Board that the Zoning Commission completed a public hearing regarding a proposed subdivision on Branch Hill Guinea Pike and Wards Corner Road and the Trustees need to have their public hearing. The Board has a window of July 27th through August 12th to hear the case.

Mr. Schultz made a motion to set a public hearing for Zoning Case #540, and any other business to come before the Board, for Tuesday, August 11, 2015 at 7:00 p.m., seconded by Mr. Tracy with all voting "AYE".

Mr. Tracy made a motion to go into Executive Session To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official pursuant to Section 121.22(G)(1) of the Ohio Revised Code; to conference with counsel related to pending or imminent litigation pursuant to Section 121.22(G)(3) of the Ohio Revised Code and to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance which is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project pursuant to Section 121.22(G)(8) of the Ohio Revised Code, seconded by Mr. Schultz with all voting "AYE".

Mr. Tracy made a motion to come out of Executive Session, second by Mr. Schultz with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 11:20 a.m.

ATTEST: _____
Eric C. Ferry, Fiscal Officer

Mary Makley Wolff, Chairperson